

**Job title:** Facility / Health & Safety Manager



**Line manager:** Director of Commercial Estate Management

**Grade (if applicable):** 2

**Direct reports:** 1

## Role purpose:

The aim of the role is lead on facilities management and health & safety compliance across Thamesmead's commercial and long-term liability portfolio, ensuring property strategy and management standards are maintained.

The role is office based within the Thamesmead Commercial Team office but some travel may be required to support teams in other locations. The role will entail property and site inspections over some rough terrain.

## Key results:

### Facilities Management

- Support the Director of Commercial Estates Management, with the provision of cost effective, comprehensive and compliant hard and soft facilities management of all Peabody/Tilfen Land managed properties.
- Ensure appropriate policies, procedures and systems are in place to deliver high quality services in line with the Commercial Team strategy.
- Support the Director of Commercial Estates Management to develop the business continuity plan.
- Manage various managing agents that work for Peabody/Tilfen Land on the commercial and residential portfolio. The agents are responsible for property management and project management.
- Prepare, monitor and deliver budgets in line with the Commercial Team business plan.
- Manage and monitor services delivered on sites ensuring effective performance delivery
- Manage void properties within Insurance and Commercial team requirements.
- Work within set budgets and procurement procedures assisting, as necessary, with value for money reviews and the implementation of changes to facilities management contracts
- Ensure goods and services are procured in line with Peabody Group procurement procedures.
- Manage grazing license process and current licenses.
- Provide support and assistance to other teams as directed by the Director of Commercial Estates Management.
- Project manage Commercial refurbishment works, tender to completion

### Health & Safety

- Ensure that the Commercial Team H&S Manual is kept up to date and is revised accordingly following changes to Peabody Group policies, legislation, guidance and working practices.
- Carry out and ensure that suitable and sufficient risk assessments are carried out for all significant risks, and in accordance with the requirements of the Peabody Group safety management system and Commercial Team Health & Safety Manual.
- Ensure suitable monitoring of working practices is carried out to assess how policies and safety management system is being implemented in practice.
- Monitor managing agents' performance relating to health & safety inspections and compliance.
- Manage the health & safety inspection programme for the Commercial Team's property, land and long-term liability portfolio.
- Advise on budgeting requirements and safety matters.
- Identify any specific specialist training needs for the Commercial team and liaise with the Peabody Academy team in procuring the appropriate training required.
- Lead on investigations ensuring that all accidents, incidents and near misses are reported and investigated in accordance with the requirements of the Peabody Group safety

**Version Date:**

**Signed off by:**

management system.

- Identify and escalate health & safety issues to the Director of Commercial Estates Management and Peabody Group Health & Safety Team as required.
- Act as the commercial team lead on audit programmes.
- Represent the directorate at Peabody Group health & safety team meetings.
- Work with the Peabody Group health & safety team in reviewing policies and procedures.
- Prepare and draft quarterly reports for various safety and compliance committees.
- Provide directorate personnel with guidance on health & safety matters and completing risk assessments.
- Prepare/draft appropriate access licenses for the Commercial Team.
- Assist with the preparation and drafting of access licenses for other teams and wider Thamesmead entities as required.
- Deputise for the Director of Commercial Estates Management at committee meetings as required.

## About you:

### You will be:

- A self-starter with a good degree of initiative and self-motivation who can deliver effective work without the need for close management.
- Experienced in incident/accident investigation and report writing to a high standard.
- Experienced in overseeing the refurbishment of properties carried out by agents or contractors ensuring that they are delivered on time and to budget.
- Prepared to undertake specific health and safety roles such as Fire Warden or First Aider as part of your duties.
- Willing to work out of hours from time to time.

### You will have:

- Extensive experience in facilities management, property management and health & safety.
- Site/building experience in commercial and/or residential property.
- A varied knowledge of health & safety is critical.
- NEBOSH qualification.
- An understanding of hard and soft services in the facilities environment and the ability to articulate an issue in simple and accurate terms.
- An understanding of health & safety implications in the management of events.
- Experience of setting and monitoring budgets.
- An understanding of procurement processes.
- Strong written and verbal communication skills.
- Sound understanding and experience of IT systems - Word, Excel, Outlook, purchase order, facility management, asset management systems.
- Ability to communicate and influence in a professional and supportive manner at all levels.
- Experience of liaising with regulatory and enforcement authorities.
- A flexible, adaptable and cooperative attitude.
- Strong management skills with experience obtained in multi-site facilities management environments.
- A clean UK driving licence.
- Ability to work under pressure and meet deadlines and targets.
- A commitment to continuing professional development.

Please note, this role involves walking over rough ground and large open spaces.

Version Date:

Signed off by: